



**DEPARTMENT OF VETERANS AFFAIRS**  
**DELEGATED EXAMINING UNIT**  
Greater Los Angeles Healthcare System  
11301 Wilshire Boulevard  
Los Angeles, CA 90073

In Reply refer to: 691/05DEU  
Tel: (310) 268-4150  
Fax: (310) 268-4929

EXAMINING ANNOUNCEMENT: **VA-1-SR-10**  
OPEN UNTIL FURTHER NOTICE  
NO WRITTEN TEST REQUIRED  
WG-3566-1/2

**OPPORTUNITIES FOR EMPLOYMENT**

AS A

**HOUSEKEEPING AID**

WITH THE

**DEPARTMENT OF VETERANS AFFAIRS**

“America is # 1—Thanks to our Veterans”

**LOCATION OF POSITIONS:** Most of the positions will be at the Department of Veterans Affairs Medical Centers and Clinics located in Northern and Southern California and Nevada, and some positions may be located in Hawaii, Samoa and Guam.

**DESCRIPTION OF WORK:** Housekeeping aides for the Federal government do a variety of cleaning tasks which require light physical effort, and involve the use of hand or lightweight powered cleaning equipment. Instructions are provided by the immediate supervisor on what to clean and the methods to use. An example of such cleaning tasks are: cleaning offices, corridors, hospital rooms and wards, cleaning and polishing floors using brooms, mops, lightweight floor scrubbers and buffers.

**QUALIFICATIONS REQUIREMENTS:** **POSITION IS OPEN TO PREFERENCE ELIGIBLE**

**VETERANS ONLY.** There is no specific length of experience requirement. However, applicants must clearly demonstrate by appropriate experience or training in the trade that they possess the following knowledge, skills, and abilities to perform the work of a Housekeeping Aid:

1. Ability to follow directions.
2. Reliability and dependability.
3. Ability to use cleaning equipment, solutions, compounds, etc.

**BASIS OF RATING:** Candidates rating will be based upon an evaluation of experience and training as shown in the application and any other supplementary information which may be submitted.

**TERM OF ELIGIBILITY:** Candidates will receive employment consideration for 12 months from the date on the eligibility letter. Eligibility may be extended for an additional 12-month period by submitting updated qualifications information after 10 months of eligibility.

**EQUAL EMPLOYMENT OPPORTUNITY:** All candidates for Federal employment receive consideration without regard to race, religion, color, sex, national origin, political affiliation, age (with statutory exceptions), or any other non-merit factor.

**HOW TO APPLY:** (Submit the following forms):

It remains the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The Veterans Administration assumes no responsibility for the late delivery of applications (i.e., postal service delays, computer system or fax machine is down at the sending or receiving location, etc.)

**APPLICATIONS MAILED IN GOVERNMENT FRANKED ENVELOPES WILL NOT BE ACCEPTED FOR EMPLOYMENT CONSIDERATION. FAXES RECEIVED FROM FEDERAL GOVERNMENT AGENCIES WILL NOT BE ACCEPTED.**

1. Optional Form 306 **plus** Optional Form 612 or resume (or any other written format). For resumes the following information must be included. Please give

the name and address of your employer(s), give the dates (starting and ending month/year) you were employed, the average number of hours worked per week and describe the duties you performed. Be sure to include all of your related experience including time spent in the Armed Forces and any other non-paid work experience. Be sure to show the lowest salary or grade level acceptable.

2. **Provide beginning and ending dates of employment and the average number of hours worked per week for each position listed on your application or resume.**
3. **Applicants must provide their Social Security Number in order to have their application package accepted.**
4. A copy of college transcripts if you are applying on the basis of education or a combination of education and experience.
5. Submit a copy of your DD 214 if you are applying for Veterans Preference. If you are applying for 10 Point Veterans Preference, submit a copy of your DD 214 along with Standard Form 15 with appropriate proof dated within the last 12 months.

### **(VETERANS PREFERENCE)**

- *During the period December 7, 1941 to July 1, 1955.*
  - *For more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976.*
  - *Operation Joint Endeavor in Bosnia from November 20, 1995 to December 20, 1996.*
  - *Operation Joint Guard from December 20, 1996 to: (To Be Determined). The Secretary of each military department must decide which members are eligible.*
  - *During the Gulf War from August 2, 1990 through January 2, 1992 (who is otherwise eligible and who served on active duty during this period regardless of where the person served or for how long). Otherwise eligible means that the person must have been released from the Service under honorable conditions and must have served a minimum of two years on active duty, or if a Reservist, must have served the full period for which called to active duty.*
  - *In a campaign or expedition for which a campaign medal has been authorized, including El Salvador, Grenada, Haiti, Lebanon, Panama, Somalia, Southwest Asia and Bosnia.*
  - *Medal holders and Gulf War veterans who enlisted after September 7, 1980, or entered on active duty on or after October 14, 1982, must have served continuously for 24 months or the full period called or ordered to active duty. The service requirement does not apply to veterans with compensable service-connected disabilities, or to veterans separated for disability in the line of duty, or for hardship.*
6. If you are currently a Department of Veterans Affairs employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation

you may be entitled to special priority selection under the Department of Veterans Affairs' Agency Career Transition Assistance Program (ACTAP). To receive this priority consideration you must:

- A. Be a current Department of Veterans Affairs career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and the date of the RIF separation has not passed and you are still on the rolls of Department of Veterans Affairs. You must submit a copy of the RIF separation notice or CES along with your application upon request.
  - B. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
  - C. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
  - D. Be currently employed by Department of Veterans Affairs in the same commuting area of the position for which you are requesting priority consideration.
  - E. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
  - F. Be rated well qualified for the position. ACTAP candidates attaining an eligibility rating for this position of 80.0 or above (not including veterans preference points) will be considered "well-qualified."
7. If you are a displaced Federal employee you may be entitled to receive special priority selection under the Interagency Career Transition Program (ICTAP). To receive this priority consideration you must:
- A. Be a displaced Federal employee. The following categories of candidates are considered displaced employees. You must submit a copy of the appropriate documentation such as RIF separation letter, letter from OPM or your agency documenting your priority consideration status with your application package.
    1. Current or former career or career conditional (tenure group I or II) competitive service employee who:
      - a. Received a RIF separation notice; or
      - b. Separated because of compensable injury, and whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
      - c. Retired with a disability and whose disability annuity has been or is being terminated; or
      - d. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
      - e. Retirement under the discontinued service retirement option; or
      - f. Was separated because he/she declined a transfer or function directed reassignment to another commuting area.

2. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of the title 5 United States Code; or
  - B. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
  - C. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
  - D. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
  - E. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
  - F. Be rated well qualified you must earn the score cut-off of 80.0 (prior to the assignment of veterans preference points) which distinguishes well-qualified candidates from minimally qualified candidates on the rating criteria developed for the position.
8. Listed below are tasks and/or abilities, which will demonstrate your ability, reliability, dependability to perform the work of a Housekeeping Aid. Please complete and return with your application package (you may list those tasks on a separate sheet of paper):
- B-1. On jobs that you have had, did you ever have to read and follow written directions in manuals, books, or signs or notes from the boss?
- Yes \_\_\_\_\_ If yes, on what job?  
No \_\_\_\_\_
- B-2. Have you ever had a job where you told other employees how to do their work?
- Yes \_\_\_\_\_ If yes, on what jobs?  
No \_\_\_\_\_
- B-3. Have you ever had a job where you showed other employees how to do their work?
- Yes \_\_\_\_\_ If yes, on what jobs?  
No \_\_\_\_\_
- C-1. Did you ever use any equipment for cleaning, like waxes, buffers, scrubbers, industrial vacuum cleaners?

Yes \_\_\_\_\_ If yes, what equipment did you use?  
 No \_\_\_\_\_

Was it hand operated or power operated?

Hand \_\_\_\_\_ Power \_\_\_\_\_

C-2. Did you ever use industrial strength soaps, waxes, disinfectants, or other cleaning agents?

Yes \_\_\_\_\_ If yes, what kinds? (Describe)  
 No \_\_\_\_\_

C-3. Did you ever have to observe special sanitation or safety procedures in a cleaning or janitorial job?

Yes \_\_\_\_\_ If yes, what were they?  
 No \_\_\_\_\_

C-4. Have you ever had an accident on the job where you were injured?

Yes \_\_\_\_\_ If yes, on what job?  
 No \_\_\_\_\_

Describe the accident(s):

C-5. Have you ever had any training for the kind of work for which you are applying?

Yes \_\_\_\_\_ If yes, what kind of training?  
 No \_\_\_\_\_

|                                    |                           |
|------------------------------------|---------------------------|
| _____ Vocational High School       | _____ Job Corp.           |
| _____ Manpower Development         | _____ On-the-Job-Training |
| _____ Work Incentive Program (WIN) | _____ Other (Explain)     |

What kind of work were you trained for?

D-1. What is the longest length of time you have worked for one person or company?

\_\_\_\_\_ More than 2 years  
 \_\_\_\_\_ More than 1 year  
 \_\_\_\_\_ More like it

D-3. Have you been fired within the past 5 years for doing poor work or for not working when you should have been?

Yes \_\_\_\_\_ If yes, from which jobs? Explain why you were fired.

No \_\_\_\_\_

D-4. Have you quit any jobs in the last 3 years?

Yes \_\_\_\_\_ If yes, what were these jobs and

No \_\_\_\_\_ why did you quit them?

JOB #1

JOB #2

JOB #3

OTHER:

D-5. Have your bosses ever complimented you on being a good steady worker or on being a superior employee?

Yes \_\_\_\_\_ If yes, on what jobs were these and for what were you complimented on?

No \_\_\_\_\_

9. Indicate your geographic preference by either circling the number corresponding to the locality where you will accept employment or write the number on the front of your application package.

1. Downtown Los Angeles
2. West Los Angeles/Santa Monica Area
3. Long Beach/San Pedro Area
4. San Fernando Valley Area/Sepulveda
5. San Diego Area
6. Santa Barbara Area
7. Loma Linda/Riverside/San Bernardino Area
8. Southern Nevada (Las Vegas)
9. Bakersfield
10. Fresno
11. Los Banos
12. Auburn
13. Reno
14. Eureka
15. Redwood City
16. Rohnert Park
17. San Francisco

18. Santa Rosa
19. Benicia
20. Berkeley
21. Chico
22. Concord
23. Martinez
24. Oakland
25. Pleasant Hill
26. Travis Air Force Base in Fairfield
27. Redding
28. Sacramento
29. Vallejo
30. Livermore
31. Menlo Park
32. Hawaii
33. Guam
34. Samoa
35. Modesto
36. Monterey
37. Palo Alto
38. San Jose
39. Santa Cruz
40. Stockton

10. Indicate the hours and type of appointment you will accept by either circling the number corresponding to your availability or write your type of appointment availability on the front of your application package.

1. Full-time employment
2. Part-time employment 25 to 32 hours per week
3. Part-time employment 17 to 24 hours per week
4. Part-time employment 16 or less hours per week
5. Shift work
6. Intermittent
7. Temporary employment lasting 5 to 12 months.
8. Temporary employment lasting 1 to 4 months.
9. Temporary employment lasting less than 1 month.



**WHERE TO OBTAIN FORMS:** A copy of this announcement and the forms required to apply may be obtained from the following address:

**DELEGATED EXAMINING UNIT (05/DEU)**  
**VA Greater Los Angeles Healthcare System**  
**Bldg. 258, Room 128**  
**11301 Wilshire Blvd.**  
**Los Angeles, CA 90073**  
**(310) 268-4150**  
**FAX (310) 268-4929**

**WHERE TO FILE:** Submit the completed application forms to the above address. Incomplete forms will delay eligibility. Applications mailed in government franked envelopes or faxes received from federal government agencies **will not be accepted** for employment consideration.

**SALARY INFORMATION:** For information regarding salary, please contact the Delegated Examining Unit.

UNITED STATES CITIZENSHIP REQUIRED

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER